

Message Text

UNCLASSIFIED

PAGE 01 STATE 302780

42

ORIGIN INT-05

INFO OCT-01 ISO-00 EA-09 /015 R

DRAFTED BY INT/DOA:OESCHUYLER/WYATT:HB

APPROVED BY INT/DOA:ERICE

----- 026656

P 241911Z DEC 75

FM SECSTATE WASHDC

TO HICOMTERPACIS SAIPAN PRIORITY

UNCLAS STATE 302780

E.O. 11652: N/A

TAGS: OGEN, TQ

SUBJECT: MANAGEMENT OF REAL AND PERSONAL PROPERTY

DOTA NO.431-TT

1. THE OFFICE OF MANAGEMENT SERVICES (AMS) IN THE OFFICE OF THE SECRETARY HAS RESPONSIBILITY FOR, AMONG OTHER THINGS, THE DEVELOPMENT OF DEPARTMENT-WIDE POLICIES AND PROCEDURES RELATED TO THE MANAGEMENT OF REAL AND PERSONAL PROPERTY. PART OF ITS PROPERTY MANAGEMENT RESPONSIBILITY INVOLVES THE PROVISION OF TECHNICAL ASSISTANCE TO THE VARIOUS BUREAUS AND OFFICES WITHIN THE DEPARTMENT ON MATTERS RELATED TO THE ACQUISITION, UTILIZATION, ACCOUNTABILITY, AND DISPOSITION OF PROPERTY.

AMS HAS OFFERED TO ASSIST THIS OFFICE AS MAY BE NECESSARY TO ENSURE THAT APPROPRIATE AND EFFECTIVE PROPERTY INVENTORY AND ACCOUNTABILITY CONTROLS ARE MAINTAINED OVER PROPERTY IN THE CUSTODY OF THE TTPI. I HAVE ACCEPTED THE OFFER MADE BY THE AMS. TO FACILITATE THIS EFFORT IT WILL BE NECESSARY THAT AMS HAS FIRSTHAND KNOWLEDGE CONCERNING THE INVENTORY AND ACCOUNTABILITY SITUATION EXISTING IN THE TTPI AT THE PRESENT TIME. ORIN E. SCHUYLER OF THE AMS HAS SCHEDULED A VISIT TO SAIPAN TO REVIEW EXISTING PROPERTY ACCOUNTABILITY PROCEDURES FOR BOTH FEDERAL AND TTPI PROPERTY AND TO ADVISE AND ASSIST US IN THE DEVELOPMENT OR MODIFICATION OF UNCLASSIFIED

UNCLASSIFIED

PAGE 02 STATE 302780

SUCH PROCEDURES AS MAY BE NECESSARY TO ENSURE OPERATION OF AN EFFECTIVE PROPERTY INVENTORY AND ACCOUNTABILITY SYSTEM FOR BOTH FEDERAL AND TTPI PROPERTY.

MR. SCHUYLER HAS HAD MANY YEARS OF EXPERIENCE IN THE PROPERTY MANAGEMENT FIELD AT BOTH THE POLICY MAKING AND OPERATIONAL LEVELS WITHIN THE DEPARTMENT AND CAN BE COUNTED ON TO DEVELOP SOUND RECOMMENDATIONS BASED ON AN IMPARTIAL EVALUATION OF THE EXISTING SITUATION IN THE TTPI. MR. SCHUYLER PLANS TO ARRIVE IN SAIPAN ON SUNDAY JANUARY 11 AND WILL REVIEW YOUR PROPERTY INVENTORY AND ACCOUNTABILITY PROCEDURES IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

SUNDAY
JANUARY 11 --ARRIVE SAIPAN

JANUARY 12,
9:00 AM --MEET WITH HIGH COMMISSIONER AND HIS STAFF
FOR BRIEFING ON PURPOSE OF VISIT. OBTAIN
COPIES OF PROPERTY INVENTORY AND
ACCOUNTABILITY PROCEDURES.

JANUARY 12 TO
19 --REVIEW PERSONAL PROPERTY ACCOUNTABILITY
AND ACCOUNTING PROCEDURES WITH RESPONSIBLE
OFFICIALS TO INCLUDE THE FOLLOWING
FUNCTIONS:

--PROCEDURES FOR DOCUMENTING RECEIPTS OF PROPERTY.
--PROPERTY CLASSIFICATION PROCEDURES.
--MAINTENANCE OF CAPITALIZED NONEXPENDABLE PROPERTY ACCOUNTABILITY RECORDS.
--MAINTENANCE OF CAPITALIZED NONEXPENDABLE PROPERTY RESPONSIBILITY RECORDS.

MARK NONEXPENDABLE PROPERTY TO IDENTIFY
UNCLASSIFIED

UNCLASSIFIED

PAGE 03 STATE 302780

IT AS GOVERNMENT-OWNED.

--MAINTENANCE OF STORES ACCOUNT RECORDS,
INCLUDING PROCEDURES FOR DOCUMENTING
ISSUES OF PROPERTY FROM STOREHOUSE STOCKS.
--PROCEDURES FOR CONDUCTING PERIODIC PHYSICAL INVENTORIES OF BOTH EXPENDABLE AND

--NONEXPENDABLE PROPERTY.

--PROCEDURES FOR EFFECTING PERIODIC RECONCILIATION OF THE FOLLOWING:

(1) THE PHYSICAL INVENTORY OF PROPERTY WITH PROPERTY ACCOUNTABILITY RECORDS, BOTH STORES AND NONEXPENDABLE PROPERTY RECORDS.

(2) THE STORES AND NONEXPENDABLE PROPERTY ACCOUNTABILITY RECORDS WITH THE RELATED GENERAL LEDGER CONTROL ACCOUNTS.

--PROCEDURES FOR EFFECTING ADJUSTMENTS NECESSARY TO BRING THE PROPERTY ACCOUNTABILITY AND RELATED ACCOUNTING RECORDS INTO AGREEMENT ON A PERIODIC BASIS.

--RELIEF FROM PROPERTY ACCOUNTABILITY PROCEDURES (BOARD OF SURVEY PROCEDURES).

--ACQUISITION OF EXCESS PROPERTY FROM DOD AND OTHER FEDERAL AGENCIES.

--DISPOSALS OF EXCESS AND SURPLUS PERSONAL PROPERTY (INCLUDING FOREIGN EXCESS, IF ANY).

JANUARY 20 --REVIEW OF REAL PROPERTY ACQUISITION, UTILIZATION, INVENTORY, ACCOUNTABILITY, AND DISPOSAL PROCEDURES.

UNCLASSIFIED

UNCLASSIFIED

PAGE 04 STATE 302780

JANUARY 21 --REVIEW OF ADMINISTRATION OF P.L. 91-646, UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970.

JANUARY 22 --CONFERENCE WITH HIGH COMMISSIONER AND DIRECTOR, OFFICE OF TERRITORIAL AFFAIRS, TO REVIEW FINDINGS.

JANUARY 23 --DEVELOP STRATEGY FOR DEVELOPMENT AND IMPLEMENTATION OF PROPERTY MANAGEMENT SYSTEM.

IT WILL BE APPRECIATED IF YOU WILL ARRANGE TO HAVE THE APPROPRIATE OFFICIALS WITH COPIES OF APPLICABLE PROCED-

URES AVAILABLE TO MEET WITH MR. SCHUYLER IN ACCORDANCE
WITH THE ABOVE SCHEDULE. YOU SHOULD SPECIFICALLY ARRANGE

FOR MR. QUIGLEY TO MEET WITH MR. SCHUYLER ON SAIPAN
DURING HIS VISIT THERE. HE SHOULD BRING WITH HIM COPIES
OF MANUALS, PROCEDURES, REGULATIONS, ETC. UNDER WHICH
HE OPERATES, AS WELL AS A SAMPLING OF RECORDS MAINTAINED
IN HIS OFFICE. A TRUST TERRITORY CAR SHOULD BE MADE
AVAILABLE FOR MR. SCHUYLER'S USE. YOU SHOULD ALSO ARRAN-
GE FOR THE NECESSARY OFFICE AND CLERICAL SUPPORT
FOR MR. SCHUYLER. I HAVE ADVISED AMS THAT THE TTPI
GOVERNMENT WILL PROVIDE THE FUNDS NECESSARY TO COVER
MR. SCHUYLER'S TRANSPORTATION AND PER DIEM COSTS.

DOTA SENDS.

KISSINGER

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 24 DEC 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975STATE302780
Document Source: CORE
Document Unique ID: 00
Drafter: OESCHUYLER/WYATT:HB
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750447-0496
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19751214/aaaaalrt.tel
Line Count: 184
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN INT
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: ElyME
Review Comment: n/a
Review Content Flags:
Review Date: 18 JUN 2003
Review Event:
Review Exemptions: n/a
Review History: RELEASED <18 JUN 2003 by ReddocGW>; APPROVED <06 FEB 2004 by ElyME>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: MANAGEMENT OF REAL AND PERSONAL PROPERTY DOTA NO.431-TT
TAGS: OGEN, TQ
To: HICOMTERPACIS SAIPAN
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006